DocuSign Envelope ID: B489037F-7A8F-4E80-8D70-F0C39452E669

MASON TRANSIT AUTHORITY

The attached minutes of the Mason Transit Authority regular meeting held on the 18th day of October, 2022 were approved by the Mason Transit Authority Board, by motion, on this 15th day of November, 2022.

DocuSigned by:
Sandy Tarzwell
E0D2CAD30ATC42B
Sandy Tarzwell, Chair

DocuSigned by:
John Campbell
8D26C29642CD428...
John Campbell, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
58C4F4F3771E401...
Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
590C9645B7B459...
Wes Martin, Authority Member

DocuSigned by:
Randy Neatherlin
0BB697A154D6...
Randy Neatherlin, Authority Member

DocuSigned by:
Eric Onisko
4E5D0DF85359413...
Eric Onisko, Authority Member

DocuSigned by:
John Sheridan
GB8EEFBDC8D64AF...
John Sheridan, Authority Member

Kevin Shutty, Authority Member

Sharon Trask, Authority Member

ATTEST: DocuSigned by:
Tracy Becht
T421D7AEDC34A5...
Tracy Becht, Clerk of the Board

DATE: 11/22/2022

DocuSign Envelope ID: B489037F-7A8F-4E80-8D70-F0C39452E669

Mason Transit Authority
Minutes of the Regular Board Meeting
October 18, 2022
Virtually and at
Belfair Park & Ride Building
Conference Room
25250 State Route 3
Belfair

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
Authority Voting Board Members Present Virtually via WebEx: Mayor Eric Onisko.

Authority Voting Board Member Present in Person: Sandy Tarzwell, Chair, Cyndy Brehmeyer, Wes Martin, Randy Neatherlin, John Sheridan, Kevin Shutty and Sharon Trask. ***Quorum met*.**

Authority Voting Board Member Not Present: John Campbell, Vice Chair

Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; Jason Rowe, Operations Manager; Jenna Reboin, Accounting Coordinator; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

Others Present: Robert Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – *No members of the public attended in person or virtually.*

4. **APPROVAL OF AGENDA**

Amy Asher, General Manager, requested the following amendments to the agenda:

- *6E – Grant Application to WSDOT for Consolidated Grant for 2023-2025 Biennium*

Moved that the agenda for the October 18, 2022 Mason Transit Authority (MTA) regular board meeting be approved, as amended. **Shutty/Trask. Motion carried.**

DocuSign Envelope ID: B489037F-7A8F-4E80-8D70-F0C39452E669

5. CONSENT AGENDA

Moved to approve Consent Agenda items A through C as follows:

A. Minutes of the MTA regular Board meeting of September 20, 2022.
B. Payments of September 15 through October 14, 2022 financial obligations on checks#36788 through 36884, as presented for a total of $1,185,778.10.
C. Surplus of Equipment (Resolution No. 2022-17).

Sheridan/Martin. Motion carried.

6. ACTION ITEMS – UNFINISHED BUSINESS [None].

ACTION ITEMS - NEW BUSINESS:

A. **First View of Draft 2023 MTA Operating Budget**. Ms. Asher, MTA General Manager, introduced Jenna Reboin, MTA's Accounting Coordinator that had been working with Ms. McNulty in developing the initial draft of the 2023 Budget prior to Ms. McNulty's departure from MTA. Ms. Asher went over several areas of the draft budget such as:

- items budgeted;
- anticipated return on investments;
- anticipated sales revenue from the Maintenance team for the services they will be providing to smaller transit agencies;
- anticipation of grant revenues;
- expenses related to staffing (MTA is currently in contract negotiations and performing a market study to verify salaries are competitive to retain quality staff);
- return to full roster of 42 drivers (we are currently 7 short); and
- fuel prices are expected to go up 4%.

Board members asked questions relating to sales tax revenue, cost of fuel and other possibilities of partnership with other transit agencies.

B. **Contract for Public Relations Firm**. Jason Rowe, MTA's Operations Manager, praised the work that JayRay has done for promoting MTA and that their work was found to have great value. JayRay's contract expires on October 31. Mr. Rowe described for the Board the informal solicitation process, scoring matrix and determinants. Berg Marketing scored highest and at a lesser cost than what MTA is currently paying JayRay. Mr. Rowe also shared that Berg Marketing has worked with MTA as it was rebranding and had previously done the MTA bus wraps and rebranded bus schedules. All the work provided by Berg Marketing has been well done. Mr. Rowe also indicated to the Board that MTA steers what MTA wants promoted. **Moved** that the Mason Transit Authority Board approve Resolution No. 2022-18 authorizing the General Manager to sign and execute the Terms and Conditions Agreement in the amount of $84,000 for 24 months between Berg Marketing Group and Mason Transit Authority. **Neatherlin/Martin. Motion carried.**

C. **Fares: Vote to Adopt Fare Free Pilot Program.** Ms. Asher revisited MTA's process of adopting the Pilot Program for youth aged 18 and under. She also indicated that since that pilot program was instituted, staff had received questions from the public asking if there would be fare free for out-of-county travel for seniors and young adults and other members of the public. The Policy Committee met to discuss the expenses to MTA in managing, receiving, counting and tracking the fares received from the buses as well as

DocuSign Envelope ID: B489037F-7A8F-4E80-8D70-F0C39452E669

the bus pass tracking. She explained that it is costing MTA more to manage and track the fares than MTA receives in fares. In 2021, MTA received $36,302 from out-of-county fares and it currently costs MTA $64,833 in materials and staff time related to the fare management. At the Policy Committee, it was moved and seconded that the Mason Transit Authority Board establish a Zero Fare Pilot Program for all services except the Worker Driver program, for the Mason County Public Transportation Benefit Area from January 1, 2023-December 31, 2025.

There was a lengthy discussion of board members with input from Ms. Asher examining benefits and possible drawbacks to instituting the expanded Zero Fare Free Pilot Program. Following the discussion, the motion and second was put to a vote by the Board members. The motion was carried with Mayor Onisko and John Sheridan voting nay and the remaining Board members voting aye. There was no abstention. The approval shall be carried out by Resolution No. 2022-19.

D. **Department of Ecology Grant Funds to Reimburse Prior Costs**. Ms. Asher described for the Board the steps that MTA has taken over the years relating to the contaminated soils that were removed and delivered to DOE approved treatment facilities. MTA had expended approximately $251,142 from its local funds in connection with those contaminated soils. Ms. Asher also shared that a grant had been submitted to the Toxics Cleanup Independent Remedial Action Grant Program and MTA had been awarded $182,389.50 to cover 75% of eligible clean-up costs as were outlined in Agreement No. TCPIRA-2123-MCoTBA-00063. **Moved** that the Mason Transit Authority Board approve Agreement No. TCPIRA-2123-MCoTBA-00063 between Mason Transit Authority and the Washington State Department of Ecology for the purpose of reimbursing MTA for expenditures related to soil contamination clean-up and approve Resolution No. 2022-20 authorizing the General Manager to sign the Agreement. **Trask/Shutty. Motion carried.**

E. **Grant Application to WSDOT for Consolidated Grant 2023-2025 Biennium.** Ms. Asher indicated to the Board that it is time to submit the Consolidated Grant application to WSDOT for the 2023-2025 Biennium and, when awarded, what those grant proceeds will provide for public transportation service. She described the one operational project request and one capital vehicle replacement request. She also indicated that because MTA is still spending COVID relief funds that require zero match, which funds can only be used for operations and will support fixed route transit operations, it was only necessary to request the two projects, rather than the usual four. The local match for the two requested projects will be paid for by sales tax revenue. **Moved** that the Mason Transit Authority Board authorize the General Manager to finalize, approve, sign and submit the two grant applications for the 2023-2025 Consolidated Grants program. **Sheridan/Martin. Motion carried.**

7. STAFF REPORTS:

Financial: Ms. Asher briefly covered the information in the financial reports.

Operations:

- Mr. Rowe described for the Board the outreach MTA has made in upcoming or in the previous months, such as Oysterfest, travel training and upcoming Trunk or Treat.

DocuSign Envelope ID: B489037F-7A8F-4E80-8D70-F0C39452E669

- Operations is still short of drivers and two new candidates passed their CDLs.

Facilities & Fleet:

- Mr. Bolte indicated that he has been working on the 2023 capital equipment budget requests.
- He indicated that the new tire equipment was delivered and technicians have been trained on how to use it.
- MTA had received its new Gillig bus.

8. **COMMENTS BY BOARD:**
   - Ms. Asher mentioned that the Board packet for the November packet will be distributed on Monday, November 14. Usually the packets are distributed on Friday, however, that day is a holiday.
   - Commissioner Trask indicated that she will be out on November 14 and 15 and will not be attending the meeting.

Moved that the meeting be adjourned.

9. **ADJOURNED** 5:34 PM

UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
November 15, 2022 at 4:00 PM

On-line via WebEx and in person at the
Mason Transit Authority
Transit-Community Center
601 West Franklin Street
Shelton